

Guideline for organising Educational Visits and Activities

This is an extract from the *Health and Safety Policy and Procedures* (revised September 2014): see Section Five and related Appendices. Copies of the forms can be found in the black drawers in the Staff Room

1. Our guidelines for organising school visits are based on the DfES document *Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies*, copies of which are available on request from the EVC. All group organisers should familiarise themselves with these documents before taking pupils on a visit out of school. The details and routines outlined below summarise our interpretation of these guidelines. A risk assessment should be carried out before any visit out of school.

2. All Visits: Planning and Information

2.1 Introduction

Taking pupils on journeys, of whatever length, out of their normal learning environment can be both rewarding and exhausting. Managing all the members of the group, achieving the objectives of the trip, ensuring that everyone participates, maintaining discipline, and ensuring the safety of all involved is a twenty-four hour responsibility. Pre-planning and detailed preparation are the foundations on which a successful trip can be built.

2.2 Responsibilities of a Group Leader

The group leader should:

- obtain the Headmistress's prior agreement before any off-site visit takes place
- be suitably competent to instruct pupils in the activity or to ensure that competent instruction is given and be familiar with the location/centre where the activity will take place
- appoint a deputy and clearly define each additional supervisor's role, ensuring that all necessary tasks have been assigned
- ensure that adequate first aid provision will be available after discussion with the EVC
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents
- undertake and complete a comprehensive risk assessment and obtain one from the centre being visited whenever possible.
- ensure that teachers and other supervisors are fully aware of what the proposed visit involves

- ensure that the ratio of supervisors to pupils is appropriate for the needs of the group (usually 1 staff member to 8 (pupils for hazardous/ residential activities, 1 (or 15) otherwise unless specified by the centre being visited)
- stop the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality
- ensure that group supervisors have details of the school contact
- ensure that group supervisors and the school contact have a copy of the emergency procedures
- ensure that all accompanying staff have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively
- text or telephone EVC at the end of the visit or activity to indicate a safe return
- text or telephone EVC if there is a delay to return or change of arrangements

2.3 Approval for Visits

- a. At the earliest opportunity and before any proposals are put to parents or girls the projected visit should be discussed with the EVC who will require details of educational objectives, pupil group, likely date, duration, venue, staffing ratio and costs. If the visit is a new one it must be discussed with the EVC before any planning or paperwork is submitted. (Appendix 1)
- b. After these discussions the group leader should seek the permission of the Headmistress for the trip to take place. The Head's approval in principle is necessary before any detailed planning takes place.
- c. Once approval is received, detailed planning can proceed, including details of dates (by negotiation with the Deputy Head) and staff (by negotiation with EVC). The final details (as outlined on the Group Leader's Checklist) should be submitted to the Headmistress and EVC as soon as possible before the visit is scheduled to take place, along with copies of letters/information sent to parents and the risk Assessment. All necessary forms are in the folder All Staff/Proformas/Educational Visits.
- d. The trip leader should provide 'Emergency Contact' details of all staff on trip as well as information about transport.
- e. Once the trip has been approved detailed costings should be provided to the Bursary. This should be completed at the same time as the Emergency Contacts.

The proforma for initial approval is included in Appendix Four, along with the checklist for group leaders.

2.4 Risk Assessments

A careful risk assessment should be carried out by the group leader well before the visit takes place, with the aim of preventing the risks or reducing them. Copies of the Risk Assessment should be lodged with the EVC (at least one week before the visit is scheduled to take place) and all teachers/supervisors on the visit. Detailed advice and models are available from the EVC and a proforma is included in Appendix 2. **First Aid** should form part of the risk assessment, and an adequate first aid box should be taken on every visit (for Duke of Edinburgh expeditions, this is the girls' responsibility). These boxes must be signed in and out with Nurse.

2.5 Supervision: Ratios and Responsibilities

- As a general guide, the following staff:pupil ratios should be arranged:

- 1:10 for visits abroad (and 1:8 is preferred if possible)
- 1:10 for hazardous/residential activities
- 1:15 for other activities
- In the sixth form, there may be some degree of variation on these guidelines, especially in non-hazardous activities, although good practice would be to maintain these ratios.
- It must be clearly understood by staff that, although teamwork is essential, the group leader has total responsibility and authority for the organisation and supervision of the trip.
- On some visits, it may be acceptable to take additional adult helpers such as parents, but these should normally be in addition to the basic staff:pupil ratios. See attached policy at the back of this document.
- For visits with pupils under 16 there must be a female member of staff present.
- It is possible, on some visits, to take staff children but it is at the discretion of the member of staff leading the trip and on the understanding that the member of staff is not counted in staff:pupil ratio.
- All adult supervisors must understand their roles and responsibilities at all times: they are “in loco parentis”.
- Staff are acting in loco parentis and should not consume alcohol whilst on residential trips or other visits.
- **Remote supervision:** the aim of visits for older pupils may be to encourage independence and investigate skills, and some of the time on visits such as visits abroad and fieldwork may be unsupervised. The group leader should establish during the planning stage of the visit whether the pupils are competent in remote supervision and should ensure that parents have agreed to this part of the visit. The group leader remains responsible for pupils even when not in direct contact with them.
- If a pupil has not been collected and attempts to contact parents have not been successful then the group leader should telephone the Headmistress or EVC after half an hour, to seek advice.
- It is accepted that some trips may be targeted at certain groups of children but records will be kept to ensure that all pupils have access to trips over a period of time.
- Where the number of pupils on a trip is limited consent forms should be returned and then selected at random eg ‘by drawing from a hat’.

2.6 Information to Parents

Information should generally be provided for parents in good time and as appropriate for the activity – from e.g. two weeks in advance of a day’s field study visit with the UK, to up to a year in advance for residential visits abroad. Parents should be able to make an informed decision on whether their child should go on the visit. For adventurous or residential activities and visits abroad, parents should be encouraged to attend an Information Evening when written details may be provided and questions can be taken. The following information should be given to parents in writing:

- date(s) of the visit, with the address of the venue, details of departure and return (time, location etc) and cost
- type of transport to be used and the name of the travel company used, if relevant
- details of the accommodation and security on site
- names of the staff accompanying the group and details of any times when the girls will not be directly supervised
- details of planned activities

- details of what the girls should and should not take with them on the visit, including clothing and equipment.

There should be a clear understanding between the teacher organising the visit and the girls' parents about the standards of behaviour expected during the visit – e.g. about drinking wine with meals abroad. Parents should also be asked to agree the arrangement for sending a pupil home early and who will meet the cost.

2.7 Parental Consent Forms and Medical Records

At the beginning of each academic year, parents are asked to fill in one general consent form for all trips. On it they are asked to inform us of any change in details. It is their responsibility to do this.

The School Secretary will provide medical forms on request, including the following:

- details of any medical condition, allergies, dietary needs or tendency to be travel sick
- details of any medication required (including instructions on dosages and times) and who is to administer it
- medical consent: parents should have agreed to the pupil's receiving emergency treatment (including anaesthetic or blood transfusion) if considered necessary by the medical authorities

The group leader should ensure that copies of these forms are taken on the visit, and that copies are also held in school by the EVC. It may be necessary to obtain specific parental permission for a pupil to be carried in a vehicle other than a coach, minibus, train etc – i.e. the private car of a teacher, other adult such as a parent, fellow pupil or taxi. It is advisable that parents or other adults driving pupils are not put in a position where they are alone with a pupil.

On any trip involving pupils with inhalers, epipens and other emergency medications a member of staff should carry a spare and the pupil should have her own. If there is no spare emergency medication then the pupil will be prohibited from going on the trip.

2.8 Information to Pupils

Before the visit takes place, the group leader should ensure that girls understand:

- the aims and objectives of the visit or activity
- they must have emergency medication with them and that there must be an up to date spare set in the medical room. The pupil must be aware that without these she will be unable to take part in the trip.
- the standards of behaviour expected of them, including that then must:
 - not take unnecessary risks
 - follow the instruction of the leader and other staff, including those at the venue of the visit
 - dress and behave sensibly and responsibly
 - if abroad, be sensitive to local codes and customs
 - look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or other staff member about it
- who is responsible for the group at any given time

- items that they are not allowed to possess in the UK or abroad (e.g. drugs, alcohol, knives)
- what to do if approached by a stranger
- all arrangements for meeting, travelling, activities, meals etc
- what to do if they become separated from the group.

On occasions when the girls are working or sightseeing under remote supervision, they should be in groups of at least four, so that, in the event of an accident, one girl can stay with the accident victim and the other two can get help. When the girls are not under direct supervision, they should have:

- telephone numbers and emergency contacts, if they get lost, as well as the address and telephone number of their accommodation, if it is a residential visit
- advice on what to do in an emergency
- money (not applicable for Duke of Edinburgh expeditions)
- plans, maps, information etc to enable them to act effectively
- a clear understanding of what activities/areas are out of bounds
- identity cards(in the appropriate language, if abroad) and details of a pre-arranged meeting point

2.9 Transport

For any school visit, the girls should:

- know at what time and from where their transport will depart and return
- be able to wait in a safe place to board the transport and be supervised whilst getting on and off it. This is particularly important when using UK vehicles abroad
- be counted when they get on or off transport
- remain seated on coaches and use the seat belts provided
- have a clear understanding of how much freedom they have to “roam” on trains or ferries
- ensure that their bags do not block aisles or emergency exits
- what to do if they miss the scheduled departure time.

The group leader must ensure the safety of the girls on stops or rests during the journey. In the event of a breakdown or accident, the girls must remain under the supervision of a teacher whenever possible. The driver of a vehicle such as a minibus should not normally also be in charge of the supervision of pupils.

2.10 Finance, Insurance and the Law

- Finance:** Organisers should discuss arrangements with the Finance Manager. The School Composite Account is to be used for financial transactions.
- Insurance:** our Insurance Company is Marsh and details of the account are held by Debbie Johnson. Pupils, teachers and helpers are already covered against personal accident. Any School employee OR adult helper officially accompanying the party is covered both for legal expenses and any ultimate award of damages for negligence.

- c. **Travel Insurance:** Comprehensive Travel Cover Insurance is provided by the School for all persons involved in School trips. Organisers should obtain details from the Finance Manager.
- d. **The Law:**
- Teachers accompanying pupils on school visits have ultimate responsibility for their safety
 - Such teachers are said to be acting “in loco parentis” and in such circumstances are held to the same standard of care as would apply to a “reasonable parent”. Thus a teacher’s response to any given incident must be within the “range of reasonable responses” which would be applied by a parent
 - Where liability is established on the part of a teacher, the school will be held vicariously liable for that person’s negligence provided the teacher was acting in the course of his or her employment at the time and was not “on a frolic of his or her own”
 - **Special Educational Needs and Disability Act:** All schools are required to make “reasonable adjustments” in order not to treat disabled pupils less favourably. Separate risk assessments are needed for these girls.

3. Residential Visits

A good rule of thumb is one teacher for every ten girls. You should consider the following issues if you are organising a residential visit:

- the group should have adjoining rooms with girls’ and teachers’ rooms next door to each other
- there must be separate male and female sleeping/bathroom facilities for pupils and adults. Adults must not share bathrooms with pupils wherever possible.
- the immediate accommodation area should be exclusively for the group’s use
- there should be appropriate and safe heating and ventilation
- the whole group must be aware of the layout of the accommodation, its fire precautions and exits and its regulations and routines. If fire instructions are in a foreign language, do the girls understand them?
- security arrangements should be strict enough to prevent unauthorised visitors
- fire regulations should meet local standards; on arriving at the accommodation, it is advisable to carry out a fire practice.

Swimming

For any school visit that involves swimming the group leader must ensure that a lifeguard is present at all times. If one is not provided and there is no one on the trip who is qualified, swimming may not take place.

Hazardous Activities

If any school visit involves hazardous activities such as white water rafting or bungee jumping, then in addition to this being included on the risk assessment, a separate risk assessment is required from the centre providing the activity and separate insurance may be required and should be considered.. This will need to include the qualifications of the supervisors at the site and how long they have held these qualifications.

Many of the guidelines given in Section 0504 below (for visits abroad) will also apply to residential visits – e.g. home contact person (usually EVC). You should therefore familiarise yourself with those guidelines also.

4. Visits Abroad

The planning details given above all apply to visits abroad, and in addition the following more specific guidelines apply.

4.1 Planning specifics

- a. Has the party leader the necessary skills/expertise and done adequate research in advance of the area to be visited and accommodation available? A visit should be made where possible.
- b. Staffing: certain types of trip may require at least one member of staff who speaks the language of the country to be visited.
- c. Costs: Costings should take account of the need for adequate numbers of staff to accompany the party. . In some cases the cost of the additional members of staff may be spread amongst the girls taking part. In others the possibility of cancelling the trip if the numbers wishing to take part do not justify the staff expenses must be considered from the beginning.
- d. Supervision: the minimum EHS staff:pupil ratio for trips abroad is 1:10 but it is preferable to have 1:8. No party going overseas should be accompanied by fewer than two adults, one of whom must be a woman.
- e. Details of the tour company: all school trips abroad must be made in conjunction with a tour operator who is a member of ABTA and, preferably, also a member of SAGTA. No school trip abroad may be undertaken with the school acting as organiser.
- f. Girls: as soon as a list of girls wishing to take part is compiled it must be submitted to the Headmistress for approval before girls are finally accepted.

4.2 Finance

Where deposits are payable it should be made clear to parents under what circumstances deposits are or are not refundable. Care must always be taken to ensure that the visit does not make an unplanned loss by arranging that any payment or deposit should also cover the excess which may apply through travel insurance cover. Communications with parents must always make clear what the parents' financial commitment is at any stage.

Charges for trips should be processed through the pupils fee account.

4.3 Passports

Passports and visas must be checked before the trip by the trip leader.

4.4 Health and Accidents

- The party leader must advise parents in writing to update us of any medical condition that may require treatment on the journey or while abroad and ensure that adequate medication is carried. One member of staff should be responsible for all those requiring medication and should also carry a first aid kit, simple medical supplies and medicare box. Nurse will provide this. The

party leader should require parents to sign a form giving him/her authority to give consent for medical treatment in an emergency.

- In any case of serious accident or injury the School should be informed as soon as possible. Members of staff in charge of parties going abroad during the School holidays should ensure that they have with them names and contact addresses and telephone numbers of every girl's parents. Arrangements should also be made before departure for contacting the EVC and Headmistress in any emergency.
- In the event of an accident staff accompanying the group may find themselves faced with the attentions of the press so it is important that all staff familiarise themselves with the guidelines for dealing with the press.
- It may be advisable for longer trips within Europe that pupils obtain a European Health Insurance Card (EHIC) which entitles them to 'free' health care in the EEA. Application forms are available online at www.Ehic.org and the Post Office.

4.5 Briefing Pupils and Colleagues

As learning and studying are the 'raison d'être' of the study visit every participant must understand and accept that work takes priority over all other activities. Pupils must be fully briefed on the high standard of behaviour expected of them throughout the trip and the rules which apply (see below). A second member of staff accompanying the group must always attend the briefing session in case of any subsequent difficulties, and ideally, all escorts should attend the pupil briefing. In any case, briefing of the escorts should be as care and as detailed as for the participants. Staff escorting groups must be aware of their role as exemplars. Their behaviour must be above reproach at all times, and must be seen to be so.

4.6 The Itinerary

Fully detailed copies of the itinerary must be available in school and must be given to parents. The final version should show:

- dates
- times
- exact places
- what is to happen
- who is to do it
- clothing and equipment
- contact points for people at home (full address, land line telephone numbers, mobile telephone numbers, and fax numbers)
- names of all escorts.
- Information will be provided by Clarion Call

The precise time and place at which the trip will end and, with it, the leader's responsibility for participants must be made clear to parents. Any pupils who are to leave the group early (e.g. at the ferry terminal on the return journey) must produce written consent from parents.

4.7 Home Contact

The group leader must ensure that he/she is at all times able to make contact with a senior member of the school staff remaining in England. Both the group leader, the Headmistress and the EVC must hold full contact addresses and telephone numbers

of parents of the participants. A proforma for emergency contact information is included in Appendix Four.

4.8 General Rules

- i. At no time should the party be left unsupervised. If groups of girls are given permission to go off without staff escort for a limited period they must always know where and what time to reassemble and where a member of staff can be found at any time and the school phone number on which staff can be contacted. Girls should never be permitted to go about on their own but only in groups of four or more and girls should be clearly informed of the vital importance of safe and sensible behaviour at all times. Great care should be taken to plan thoroughly any free time girls may have while abroad particularly in the evenings.
- ii. Fire precautions: on arrival at the hotel/centre the group leader must make him/herself aware of the arrangements for the evacuation of the premises in the event of a fire and ensure that every member of the party knows the location of the fire exits. It may be advisable to hold a fire practice.
- iii. The usual school rules concerning smoking and alcohol apply on all school trips and this must be made clear in writing to parents.
- iv. When staying in hotels overseas no girl may visit the bedroom of anyone other than members of the school party and even such visits will need to be controlled to ensure that other hotel guests are not disturbed.
- v. In no circumstances should pupils climb, ski or swim without permission and supervision.

Staff accompanying trips overseas should deal promptly and effectively with an infringement of these basis rules and any others they themselves impose but any such infringements should be reported to the Headmistress on the party's return. In many cases no further action or punishment will be appropriate, but this is the best way of ensuring that there is:

- a. a degree of consistency in punishing those who disobey the rules, and
- b. the name of any girl who has proved herself a liability on an overseas visit is recorded and her participation in any future trips kept under review.
- c. serious instances of misbehaviour will result in the pupil being sent home at her parents expense.

5. Emergency Procedures

5.1 If an accident happens, the priorities are to:

- assess the situation
- safeguard the uninjured members of the group
- attend to the casualty
- inform the emergency services and everyone who needs to know of the incident.

5.2 The group leader would normally take charge in an emergency and would need to ensure that emergency procedures are in place. The pre-arranged home contact

person (the Headmistress or EVC) should have all the necessary information about the visit and his/her main responsibility is to link the group with the school and the parents. If all staff are injured, then the most senior girls are to take charge.

5.3 In the event of an emergency:

- establish the nature and extent of the emergency as quickly as possible
- ensure that all of the group are safe and looked after
- establish the names of any casualties and get immediate medical attention for them
- ensure that all relevant members of the group are aware of the incident and that they are all following emergency procedures
- a teacher should go to hospital with the casualties and the rest of the group should be adequately supervised
- notify the police, if necessary
- notify the British Embassy/Consulate if emergency occurs abroad
- inform the school contact and pass on the nature, date and time of the incident, location of incident, names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom)
- notify the tour operator (school contact may do this)
- ascertain telephone numbers for future calls
- write down accurately as soon as possible all relevant facts and witness details and preserve any vital evidence
- take any photographs you think will be relevant
- keep a written account of all events, times and contacts after the incident
- complete an accident report form
- **Media:** no-one in the group should speak to the media or make any contact with social network sites. Names of those involved should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact in the home area
- No-one in the group should discuss legal liability with other parties

When you return please make an appointment to see the EVC for a quick debrief on the trip.

School Trips Staffing Policy

There are four categories of school trips to be considered

1. Educational Visits
2. Extra Curricular Activities
3. Year Group Trips
4. Residential Trips

Trip Leader

A member of staff may not lead a trip unless they have assisted on a similar trip undertaken at EHS. The EVC will be responsible for checking that this is the case and ensuring that opportunities are made available for staff to gain the necessary experience and that professional development is available

Accompanying staff

1. Educational Visits

Members of the department concerned take priority, other staff requested to volunteer via email and/or Staff Briefing.

2. Extra Curricular Activities

e.g. D of E must be organised by someone with experience of such a trip, certain staff may be asked to accompany depending upon the skills required - volunteers as above.

3. Year Group Trips

Form tutors to have first option on these trips - volunteers as above

4. Residential Trips

e.g. Skiing

Leader to ask for volunteers via email and/or Staff Briefing. Choice to be made from list based on:

- Experience required
- Contribution made to other school trips

5. Relatives, Partners and Children

Partners and other relatives may accompany trips abroad but they may not be included in the staff/pupil ratio. DBS requirements apply.

Children of staff may accompany a trip if they are in the charge of an adult not included in the pupil to staff ratio, at the discretion of the trip organiser.

6. Male Staff

Under our Equal Opportunities Policy male staff are welcome on school trips but may have to be given a different set of responsibilities to female staff. These may include admin prior and during the trip.

7. Training

All staff are offered CPD training by the EVC Co-ordinator, this also forms part of the NQT induction year.

School Visit: Group Leader's Checklist

Destination:

Date:

Year Group (s): (attach list of names if it is not the whole year group)

Group Leader: Mobile No:

Time leaving school: Time returning to school:

For All Visits:

Have you:

Checked your arrangements against the guidelines in the Health and Safety Policy and Procedures (Section Seven)?

Discussed outline details with the EVC?

Submitted the Request for Visit form and had permission from the Headmistress to organise the trip?

Informed colleagues of the date of the trip and provided a list of girls involved?

Sent the letter to parents to the Headmistress for approval prior to issuing it, ensuring that it requests details of any updated medical needs?

Completed a comprehensive Risk Assessment and given copies to the EVC and all accompanying staff at least one week before visit?

Gone over the risk assessment with accompanying staff and pupils one week before visit?

Made contingency plans for a change of arrangements during the visit?

Given parents all relevant details for the activities involved in the visit?

Had permission from each girl's parents/guardians for their daughter to go on the visit, along with emergency contact numbers and any updated medical needs? (NB: They cannot go without written permission).

Arranged for an appropriate number of staff to go on the visit with you?

Completed the cover request forms for all accompanying staff and submitted them to Miss J Rance **at least a week** before the visit?

Briefed accompanying staff on duties, domestic arrangements, activities, etc?

In hand	Completed (date)

	In hand	Completed (date)
Prepared itinerary, work-sheets, necessary equipment?		
Booked appropriate transport and given details of the transport arrangements to the EVC?		
Informed the kitchen of the days when the girls will miss lunch?		
Informed the caretaker if your car is to be left at school out of school hours?		
Arranged to take a school mobile telephone on the visit?		
Given details to the Reception: names of girls and staff on visit, details of transport and expected times of departure and return, contact numbers?		
Confirmed all bookings, preferably in writing?		
Told the girls about appropriate clothing and equipment for the visit?		
Made clear to the girls the standard of behaviour that you expect and explained what they may and may not do?		
Collected medical and accident forms to take with you? (from Nurse)		
Organised a first aid box? (from Nurse)		
Given the EVC all details: name, address and contact number of your destination; names of girls and staff involved; mobile telephone contact number; transport details and estimated times?		
Given a completed copy of this form to the EVC at least a week before the visit? Completed an Emergency Contact Information form and given a copy to the EVC and Headmistress?		

And, for Residential or Hazardous Activities or Visits

Abroad:

Have you, in addition to the above:

Had from parents updated details of dietary requirements and emergency telephone numbers, in addition to up-to-date medical information?

Checked with the Bursary the insurance arrangements for all members of the party, including staff?

Given the EVC and Headmistress a list of all members of the party, with emergency contact numbers of each person?

Passed on to EHS staff and those at the venue relevant details about diet and medical conditions?

Proposal for Trip or Girls Missing Lessons

Group Leader:

1. Purpose of proposed visit/course and specific educational objectives:

Please attach a detailed programme for the visit/course with information about curriculum links, educational activities etc.

Is this a new visit? (If so please consult EVC)

2. Place (s) to be visited:

3. Girls involved – Year group (s): Number of girls:

4. Dates and times: **(Outward)** Date of departure: Time:
(Return) Date of Return: Expected Time:

5. Lunch: girls will/will not require lunch on

6. Accompanying staff (in addition to the group leader):

Staff: pupil ratio:

Reserve member of staff

7. Transport: form and cost:

8. Other costs and how to be covered:

- If the visit is approved, I will consult the Group Leader’s Checklist and follow procedures careful.
- I will complete a comprehensive Risk Assessment and cover request forms for the staff involved and submit them **at least a week** before the visit.
- I will consult colleagues about the visit at the next available Staff Briefing and display a list of girls involved on the Staff Notice Board.

Signed (Group Leader): Date:

To:

We consent to your proposed visit/course to

.....
 on

Headmistress:

Deputy Head Academic:

Senior Teacher (AL):

Director of Studies: Date:

Risk Assessment		
Type of Activity:		
Leadership and Staff:	Group Leader: Accompanying Staff: Staff: Pupil Ratio:	
Pupils Involved:		
Dates:		
Areas for Consideration:	Nature of Hazard:	Precautions and Notes:

Continue on separate sheet in necessary ...

... Continuation Sheet

Areas for Consideration:	Nature of Hazard:	Precautions and Notes:

Emergency Contact Information for Trips

1. **Name of Group Leader:**

2. **Mobile phone no:**

3. **Visit Departure Date:**

Time:

.....

Location:

Expected Return
Time:

4. **Return Information:**

.....

Location:

5. **Group:** Total number: Adults: Pupils:

6. Attach an emergency contact list for everyone in the Group to this sheet.

7. Emergency contact information:

a. During school hours:

Headmistress: Tel:

EVC: Tel:

b. Out of school hours:

Headmistress: ...Dr Ruth Weeks..... Tel: ...07523
008972.....

EVC:Anne Lacey..... Tel: ...07814
105059.....

c. Coach Company:

Name:

Tel: Fax:

d. Destination:

Name:

Tel: Fax:

Staff Emergency Contacts

Staff name and telephone number	Contact/relationship	Telephone Number of emergency contact	Staff Medical issue

8. Residential Trips

Travel company:

Name/Address:

Tel: Fax:

Company Travel Rep: Name:

Tel: Fax:

Hotel:

Tel: Fax:

Address:

Hotel contact (e.g. Rep/Manager):

Name of Trip:

Date:

No of Staff Involved:

Organiser (staff):

Analysis of Disbursement		
	Name of Supplier	£
Travel (.....)		
Accommodation		
Expenses (Other)		
Entrance Fee/Activities		
Total Cost		

Number of Girls:

Approx cost per girl: